SECTION 1: PROPOSAL

Project Name**: ICN Classroom in New Historical Building**   Date: **July 13, 2000**

Agency Point of Contact for Project: **Patricia Ohlerking, Community Programs Bureau Chief**
Agency Point of Contact Phone Number / E-mail**: 281-8824 and pohlerk@max.state.ia.us**
Executive Sponsor (Agency Director or Designee) Signature:
Roger Johnson, Acting Director

Is this project necessary for compliance with a Federal standard, Initiative, or statute? (If "Yes," cite specific requirement, attach copy of requirement, and explain in Proposal Summary)	Yes	No X
Is this project required by State statute? (if "Yes," explain in Proposal Summary)	Yes	No X
Does this project meet a health, safety or security requirement? (if "Yes," explain in Proposal Summary)	Yes	No X
Is this project necessary for compliance with an enterprise technology standard? (If "Yes," explain in Proposal Summary)	Yes	No X
Does this project contribute to meeting a strategic goal of government? (if "Yes," explain in Proposal Summary)	Yes X	No
Is this a "research and development" project? (If "Yes," explain in Proposal Summary)	Yes	No X

PROPOSAL SUMMARY:

In written detail, explain why the project is being undertaken and the results that are expected. This includes, but is not limited to, the following:

1. A pre-project (before implementation) and a post-project (after implementation) description of the system or process that will be impacted.

Currently, the Department of Cultural Affairs does limited outreach functions through field service. We have one field status staff to cover the entire programs and services of DCA. Therefore, we are ineffective and inefficient in providing training to all of our constituents. With an ICN classroom, training equipment and training for staff on how to use an ICN classroom, we can develop programs, training, and curriculum that could be provided via an ICN classroom to locations throughout the state, literally 5 days per week. School children, adult learners and all Iowans would become instantly connected with training opportunities that no require their travel to Des Moines, or our one staff person traveling to location where small groups of people are served.   Museum education programs, training for 11 grant programs administered by the department, 359 local historical societies, teachers, genealogists and the general public will be served daily through the use of an ICN classroom in the historical building.

2. A summary of the extent to which the project provides tangible and intangible benefits to either Iowa citizens or to State government. Included would be such items as qualifying for additional matching funds, improving the quality of life, reducing the government hassle factor, providing enhanced services, improving work processes, complying with enterprise technology standards, meeting a strategic goal, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, complying with federal or state laws, etc.

The funding of this project completes the following tangible benefits:
10 - Provides lifelong learning opportunities to all Iowans
10 - Reduces the government hassle factor by allowing regular training opportunities

10 - Greatly enhances services in that we currently do not provide any training for some programs
10 - Increases the effectiveness and efficiency of our education/outreach staff
** 8 - Allows us to meet a variety of goals identified in our Strategic Plan**
Intangible benefits:
10 - Provides quality of life experiences
10 - Reconnects Iowans to their government
** 8 - Uses a current technology in the way it was designed**

3. A summary that identifies the project stakeholders and how they are impacted by the project.

All Iowans will be impacted by this project.   Primarily K-12 teachers, the 450+ members of Iowa's 108 Certified Historic Preservation Commissions, members of Iowa's 350 local historical societies, members of Iowa's 117 Ethnic heritage organizations, members of Iowa's 88 genealogical society chapters, communities that are currently involved in public/private partnership with DCA through our many grant programs. First priority would be to provide training for heritage education teachers across Iowa. Currently, many teachers are not teaching Iowa History due to lack of training. We have developed an Iowa history curriculum known as Prairie Voices. We have been unable to train teachers across the state due to lack of funding for large conferences and on going travel for training. Use of the ICN classroom would allow us to establish regular training in the use of Iowa history curriculum and teacher activities. Secondly, Iowa leads the United States in the number of certified local historic preservation commissions with 108. Each commission has from 5-15 members. All members must go through extensive training in the areas of identification, evaluation, registration, and preservation of historic sites, structures and objects. We have one staff person assigned to all 108 (450+members) historic preservation commissions. The ICN classroom will allow us to establish regular training in the required areas to all preservation commissions. We

SECTION 2: PROJECT PLAN

Individual project plans will vary depending upon the size and complexity of the project. A project plan includes the following information:

1.Agency Information

Project Executive Sponsor Responsibilities: Identify, in Section 1, the executive who is the sponsor of the project. The sponsor must have the authority to ensure that adequate resources are available for the entire project, that there is commitment and support for the project, and that the organization will achieve successful project implementation.

Organization Skills: Identify the skills that are necessary for successful project implementation. Identify which of these skills are available within the agency and the source(s) and acquisition plan for the skills that are lacking.

We currently have 5 staff positions that have the required skills to develop successful training programs for implementation over the ICN. These include the field historian, the certified local governments coordinator, the History Day program coordinator, the grant program managers for the IAC and SHSI, and the curriculum development specialist on staff.

2.Project Information

Mission, Goals, Objectives: The project plan should clearly demonstrate that the project has developed from an idea to a detailed plan of action. The project plan must link the project to an agency's mission, goals, and objectives and define project objectives and how they will be reached. The project plan should include the following:

Vision Statement
To help Iowans comprehend who they are and what they can become; the State Historical Society of Iowa serves as a trustee of Iowa's historical legacy and an advocate for understanding Iowa's past.

Mission Statement
The State Historical Society of Iowa has a dual mission of preservation and education.
As a trustee of Iowa's historical legacy, SHSI identifies, records, collects, preserves, manages, and provides access to Iowa's historical resources.
As an advocate of understanding Iowa's past, SHSI educates Iowans of all ages, conducts and stimulates research, disseminates information, and encourages and supports historical preservation and education efforts of others throughout the state.

Goals and Objectives

Goal 1: Administer a planned program to identify, evaluate, record, collect, preserve, and **make accessible** the essential evidence of Iowa's history using the highest professional standards.

a. Identify and collect appropriate manifestations of Iowa history.

b. Provide a safe and stable environment for SHSI collections by maintaining, monitoring, and surveying the storage and exhibit facilities.

c. Provide appropriate preservation measures and conservation treatments to protect SHSI collections.

d. **Expand access to and knowledge of SHSI collections, and enhance referrals to outside resources.**

e. **Assist and educate other agencies, organizations, private businesses, and individuals in evaluating preserving, and establishing suitable environmental standards and professional practices for their collections and properties.**

Goal 2: Excite and **educate the public about history, particularly Iowa history, by systematically providing historical and technical services, programs, exhibitions, and materials.**

a. Nurture the enthusiasm of existing audiences for Iowa history

b. Identify new audiences throughout the state and **create programs that awaken their curiosity about history.**

c. **Utilize appropriate media and technology to maximize educational opportunities.**

d. Assist the public in researching, preserving, and understanding history, especially Iowa history.

Goal 3: Nurture mutually beneficial partnerships to maximize SHSI's dual mission of preservation and education.

a. Foster relationships that promote the sharing of historical re- sources and information, including technical assistance, facilities, finances, and personnel.

b. Encourage the development of partnerships that allow for expanded work toward SHSI's mission.

c. Promote beneficial partnerships that **encourage lifelong learning about Iowa history from youth through senior citizens.**

d. Strengthen partnerships that encourage the preservation and documentation of Iowa's historic resources.

Goal 4: Conduct, promote, and publish research about Iowa history in appropriate formats.

a. Cultivate diverse ways of researching and publishing Iowa history while maintaining high scholarly standards for all historical research, interpretation, and publications.

b. Maintain an active publications program targeting diverse audiences through scholarly, popular, and educational historical publications at the current high standards of quality.

c. Expand marketing and increase visibility of SHSI publications.

d. **Monitor new technologies and embrace opportunities that enhance access to research collections and help disseminate research products.**

e. Identify critical areas in need of study and initiate internal or collaborative research and publication in these areas.

Goal 5: Identify, develop, apply, and evaluate internal resources to accomplish SHSI's mission of preservation and education.

a. Annually evaluate and amend the strategic plan and provide feedback to staff and constituents.

b. Provide professional, technical, and interpersonal skill development opportunities for paid and volunteer staff.

c. **Furnish all advisory and partner groups with the necessary information to 1) communicate SHSI's mission to the public and 2) solicit public input to assist SHSI in fulfilling its mission.**

d. Maintain, develop, and preserve SHSI's facilities including buildings, grounds, and equipment, to improve preservation functions, educational opportunities, public accessibility, and security.

Goal 6: **Increase Iowans' awareness, support, and appreciation of SHSI programs and services**.

A. Expectations: **A description of the purpose or reason that the effort is being undertaken and the results that are anticipated.**

1. **Provide lifelong learning opportunities by expanding training and programming opportunities to museums, preservationists, genealogists, educators, certified local government members, senior citizens, preschool classes, governmental agencies. And the general public.**

2. **Help prepare Iowa's teachers to provide world-class education through state and local history. Use of ICN to provide Prairie Voices Institute, Heritage Master Teacher Institute, workshops through AEAs for teacher re-certification. Developing Iowa History Overview Course that could be taken by anyone through combination of web and ICN. More Iowans have access to know and appreciate their heritage as Iowans. Developing topical courses that all Iowans would enjoy learning. Appeal to Elderhostels. Develop Iowa History Programs for Kids with and take the programs directly to classroom. Would help teachers who have not had Iowa history courses. Today's students are tomorrow's preservationists, etc. The future of the preservation movement may be strongly influenced by what we do in today's classroom. K-12 classroom teachers, public librarians, museum educators, home school consultants, AEA consultants, and school district curriculum coordinators. e a lack of a systematic, in-depth program for exploring material culture and using it to study community, state, and national history.**

3. **Help prepare Iowa's communities for future growth and development by using the ICN technology to provide cultural resource management training to local government decision makers and developers.**

4. **Help educate Iowans about cultural diversity. As we strive to have younger Iowans, more Iowans and better paid Iowans, we must begin to educate ourselves about the culture of our diverse population. It is only through understanding and appreciation of other cultures that we will build the relationships necessary to provide the opportunitites to meet these goals.**

5. **Beam programs from historical builidng to around the state so all Iowans can participate in what goes on in the building**

B.Measures: A description of the set of beliefs, tradeoffs and philosophies that govern the results of the project and their attainment. How is the project to be judged or valued? What criteria will be used to determine if the project is successful? What happens if the project fails?
This project fits the Governor's philosophies of providing lifelong learning opportunities to all Iowans. The project reconnects Iowans to government through ease of access to programs and services. The criteria used to determine success would be the number of Iowans whose lives have been enriched through the training and educational opportunities they receive via this technology.

C.Environment: Who will provide input (e.g., businesses, other agencies, citizens) into the development of the solution? Are others creating similar or related projects? Are there cooperation opportunities?

We will work with Department of Education, AEAs, Local School Districts, Local Historical Societies, Local Governments, State Agencies, Genealogists, Museum Professionals, Librarians, Universities and Colleges, Community Colleges, Arts Councils, Cultural and Humanities Groups to identify and prioritize their needs for use of this technology. Many cooperation opportunities exist as we work to develop excellent training and information sessions for distribution through the ICN.

D.Project Management and Risk Mitigation: A description of how you plan to manage the project budget, project scope, vendors, contracts and business process change (if applicable). Describe how you plan to mitigate project risk.

The identification of hardware, software, and necessary equipment to be purchased will be coordinated by the project manager with the Department's LAN Administrator and other technology staff. We assume that staff of the Information Technology department will provide technical assistance and information on vendors and selection process.   The project scope will be to identify, purchase and install hardware, software and necessary equipment resulting in state of the art ICN classroom. The project scope will also identify technical training requirements for program staff who will ultimately be presenting the training and services to our constituents.   We expect a successful project completion.

E.Security / Data Integrity I Data Accuracy / Information Privacy: A description of the security requirements of the project? How will these requirements be integrated into the project and tested. What measures will be taken to insure data integrity, data accuracy and information privacy?

Not applicable. No security needed due to lack of stored confidential information or data.

3.   Current Technology Environment (Describe the following):

A.   Software (Client Side / Server Side / Midrange / Mainframe) Not applicable.
•   Application software
•   Operating system software
•   Interfaces to other systems: Identify important or major interfaces to internal and external systems

B. Hardware (Client Side / Server Side / Mid-range I Mainframe): Not applicable.
•   Platform, operating system, storage and physical environmental requirements.
•   Connectivity and Bandwidth: If applicable, describe logical and physical connectivity.
•   Interfaces to other systems: Identify important or major interfaces to internal and external systems.

4. Proposed Environment (Describe the following):

A. Software (Client Side / Server side / Mid-range / Mainframe) Not applicable.
•   Application software.
•   Operating system software.
•   Interfaces to other systems: Identify important or major interfaces to internal and external systems.
•   General parameters if specific parameters are unknown or to be determined.

B. Hardware (Client Side / Server Side / Mid-range / Mainframe) **Not applicable.**
Platform, operating system, storage and physical environmental requirements. Connectivity and Bandwidth: If applicable, describe logical and physical connectivity. Interfaces to other systems: Identify important or major interfaces to internal and external systems. General parameters if specific parameters are unknown or to be determined.

Data Elements: If the project creates a new database the project plan should include the specific software involved and a general description of the data elements.

No new database will be developed.

Project Schedule: A schedule that includes: timelines, resources, tasks, checkpoints, deliverables and responsible parties.

Once funding approval is received, would work with IT and LAN administrator to identify and purchase hardware and software. Project manager will research options for technical training for staff and coordinate the implementation.   Assuming hardware and software is available, we would expect that the ICN classroom would be operational by January 1, 2001.

SECTION 3: Return On Investment (ROI) Financial Analysis

Project Budget:

Provide the estimated project cost by expense category.

Personnel ....$_____
Software ....$_____
Hardware.................................$_84,000_____(equipment and installation)
Training ....$_20,000_____(training of staff on use of ICN)
Facilities ....$_16,000_____(furniture for ICN classroom)
Professional Services.............$_66,000_____(fiber optic from FOT to ICN classroom)
Supplies.................................$_____
Other (Specify)…….…………$_____
　　　　　　Total ....$186,000_____

Project Funding:

Provide the estimated project cost by funding source.

State Funds.............................$___186,000_____ .... _____100___ % of total cost
Federal Funds ....$_____ .... _____ % of total cost
Local Gov. Funds ....$_____ .... _____ % of total cost
Private Funds..................................$_____ ...._____ % of total cost
Other Funds (Specify) ....$_____ .... _____ % of total cost
　　　　Total Cost:................$___186,000_____ .... _____100_____ % of total cost

How much of the cost would be incurred by your agency
from normal operating budgets (staff, equipment, etc.)? ....$_____0_____ __0___%

How much of the cost would be paid by "requested IT project funding"? ...$___186,000_____ __100__%

Provide the estimated project cost by fiscal year: FY__2001__ $_____186,000_____

　　　　　　　　　　　　　　　　　　　　　　FY_____ $_____

　　　　　　　　　　　　　　　　　　　　　　FY_____ $_____

ROI Financial Worksheet Directions (Attach Written Detail as Requested):

Annual Pre-Project Cost -- Quantify, in written detail, all actual State government direct and indirect costs (personnel, support, equipment, etc.) associated with the activity, system or process prior to project implementation. This section should be completed only if State government costs are expected to be reduced as a result of project implementation.

Annual Post-Project Cost -- Quantify, in written detail, all estimated State government direct and indirect costs associated with activity, system or process after project implementation. This section should be completed only if State government costs are expected to be reduced as a result of project implementation.

State Government Benefit -- Subtract the total "Annual Post-Project Cost" from the total "Annual Pre-Project Cost." This section should be completed only if State government costs are expected to be reduced as a result of project implementation.

Citizen Benefit -- Quantify, in written detail, the estimated annual value of the project to Iowa citizens. This includes the "hard cost" value of avoiding expenses (hidden taxes) related to conducting business with State government. These expenses may be of a personal or business nature. They could be related to transportation, the time expended on or waiting for the manual processing of governmental paperwork such as licenses or applications, taking time off work, mailing, or other similar expenses.

Opportunity Value/Risk or Loss Avoidance Benefit -- Quantify, in written detail, the estimated annual benefit to Iowa citizens or to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc.

Total Annual Project Benefit -- Add the values of all annual benefit categories.

Total Annual Project Cost -- Quantify, in written detail, the estimated annual new cost necessary to implement and maintain the project including consulting fees, equipment retirement, ongoing expenses (i.e. labor, etc.), other technology (hardware, software and development), and any other specifically identifiable project related expense. In general, to calculate the annual hardware cost, divide the hardware and associated costs by three (3), the useful life. In general, to calculate the annual software cost, divide the software and associated costs by four (4), the useful life. This may require assigning consulting fees to hardware cost or to software cost. A different useful life may be used if it can be documented.

Benefit / Cost Ratio – Divide the "Total Annual Project Benefit" by the "Total Annual Project Cost." If the resulting figure is greater than one (1.00), then the annual project benefits exceed the annual project cost. If the resulting figure is less than one (1.00), then the annual project benefits are less than the annual project cost.

ROI -- Subtract the "Total Annual Project Cost" from the "Total Annual Project Benefit" and divide by the amount of the project funds requested.

Benefits Not Cost Related or Quantifiable -- List the project benefits and articulate, in written detail, why they (IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.) are not cost related or quantifiable. Rate the importance of these benefits on a "1 – 10" basis, with "10" being of highest importance. Check the "Benefits Not Cost Related or Quantifiable" box in the applicable row.

ROI Financial Worksheet

Annual Pre-Project Cost - How You Perform The Function(s) Now

FTE Cost (salary plus benefits):	
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):	
Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):	
A. Total Annual Pre-Project Cost:	

Annual Post-Project Cost – How You Propose to Perform the Function(s)

FTE Cost:	
Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):	
Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):	
B. Total Annual Post-Project Cost:	
State Government Benefit (= A-B):	

Annual Benefit Summary

State Government Benefit:	
Citizen Benefit (including quantifiable "hidden taxes"):	
Opportunity Value and Risk/Loss Avoidance Benefit:	
C. Total Annual Project Benefit:	
D. Total Annual Project Cost:	**($186K divided by 4 years of useful life =)** $46,500
Benefit / Cost Ratio (C / D):	
ROI (C – D / Project Funds Requested):	_____%

✓ **Benefits Not Cost Related or Quantifiable (including non-quantifiable "hidden taxes")(See Section 1, Proposal Summary(#2), ratings are entered on the left)**